

COMMITTED. CREDENTIALLED. COMPETENT.



Certified Protection Professional

Handbook and Application for Board Certification



Dear Colleague:

As a security professional, I strongly recommend you do your own due diligence when selecting a certification to represent yourself and your skills. In the past several years, many other certifications have started to populate the landscape of our profession. This is why choosing a reputable and solid program is important—it can shape and profoundly impact your career.



Companies too are increasingly relying on certifications to take the guesswork out of hiring or contracting qualified security practitioners. But with so many certifications available, which ones do companies recognize most frequently in the security profession? The three certifications of ASIS International (ASIS) are accepted globally as the leading security designations. Each ASIS certification requires appropriate levels of education and security experience, as well as passing a written exam. Also, all ASIS certifications require each credential holder to continually recertify over a prescribed period of time to ensure that his or her skills remain up-to-date and in line with industry best practices. In addition, ASIS has more than a quarter of a century of experience in developing and managing certification programs, along with the resources of over 33,000 members worldwide.

Why choose the Certified Protection Professional (CPP) program? It is the highest recognition in the world accorded to security management professionals. The CPP conveys professional expertise, demonstrated competency, validated knowledge, and proven skills, all of which translate into a competitive edge in the complex business of security. The average CPP earns 16 percent more than his or her non-certified security management counterpart. Plus, a job analysis that is performed at least every five years (and done most recently in the summer of 2004) ensures that the CPP is continually evolving to match the needs of today's security management professional.

It is my belief that if you compare ASIS' certifications with others, you will see a clear difference, and I am convinced you will choose to be certified by ASIS.

Regards,



Robert L. Martin, CPP
2006 President
Professional Certification Board
ASIS International

Why get certified?

The simple answer is that to remain as competitive as possible today, you must be certified. The bar has been raised in the security profession. Employers, contractors, governments, and even clients are now taking additional steps to ensure that they are hiring or working with the most skilled and knowledgeable individuals in the business. Professional certifications from ASIS International offer them another screening tool—one that has the backing and credibility of the preeminent professional society in the world for those who are responsible for security.

Every profession requires specialized skills. Not every employer knows that you have those skills. In short, certification is an investment in your career, your livelihood, your future.

If you want...

- To demonstrate your advanced knowledge in security management
- To gain instant professional credibility
- To advance your career
- To stand head and shoulders above the competition
- To increase your earning potential

Get certified. Apply today.

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If your **primary responsibility** is to manage complex **security issues** that **threaten** people and the **assets** of **corporations, governments, or public and private institutions**, strive for **CPP certification.**

Certified Protection Professional (CPP)

This program was introduced in 1977 by ASIS International (ASIS) in conjunction with its Professional Certification Board (PCB), which was established in 1974.

ASIS is pleased to offer this preeminent professional security certification program, which tests the knowledge and skills of those who have developed proficiency in the areas of:

- Security Principles and Practices
- Business Principles and Practices
- Physical Security
- Personnel Security
- Information Security
- Investigations
- Legal Aspects
- Emergency Practices



Eligibility Requirements

- Nine (9) years of security experience, with at least three (3) of those years in responsible charge of a security function; **or**
- Bachelor's degree or higher and seven (7) years of security experience, with at least three (3) of those years in responsible charge of a security function.
- The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, or the CPP certification program.

Test Dates

The CPP exam is administered as a computer-based test throughout the United States and Canada, and as a paper-and-pencil test internationally. After receiving your authorization letter, you will receive further instructions on selecting a convenient date and location for taking your exam. International candidates should refer to page 19 of the application for the correct procedure for scheduling the exam.

Fees

USA and Canada

- | | | | |
|-----------------|-------|------------|-------|
| • ASIS members: | \$300 | Retesting: | \$200 |
| • Nonmembers: | \$450 | Retesting: | \$200 |

International

- | | | | |
|-----------------|-------|------------|-------|
| • ASIS members: | \$200 | Retesting: | \$100 |
| • Nonmembers: | \$350 | Retesting: | \$100 |

Prices subject to change without notice.

Five Steps to Earning the CPP

1. Read this handbook for complete instructions.
2. Review requirements to determine your eligibility.
3. Complete the application and submit it with the fee to ASIS International.
4. Prepare for the exam by studying the reference materials, participating in a local chapter study group, or attending a CPP Review Program.
5. Schedule and take the exam.

Eligibility Requirements for the CPP

Experience and Education

- Nine (9) years of security experience, with at least three (3) of those in responsible charge of a security function; **or**
- An earned bachelor's degree or higher from an accredited institution of higher education and seven (7) years of security experience, with at least three (3) of those in responsible charge of a security function.

Note: Documentation for education is not needed if eligibility requirements based on years of experience are met. If education is used, official certified transcripts must be received by the Certification Program Office before you are considered eligible to test.

- The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, or the certification program.

Americans with Disabilities Act

All ASIS programs comply with the Americans with Disabilities Act. All ASIS programs are non-discriminatory. Eligibility for CPP certification and recertification is denied only when an applicant does not meet the relevant security-related criteria, when an applicant has violated the Code of Professional Responsibility (see page 12), or when an applicant has committed an act that would reflect negatively on ASIS or the certification program.

Definition of Terms

1. "Security function" shall mean the protection of assets; those security principles and practices employed to achieve freedom from physical and intellectual loss, unauthorized use, and danger or harm, in the private or public sector.

2. "Experience" means that the individual has been personally engaged in security or loss prevention on a full-time basis, or as a primary duty.

- a. Experience may be as a security practitioner in the protection of assets, in the public or private sector, criminal justice system, government intelligence, or investigative agencies.

- b. Experience with companies, associations, government, or other organizations providing services or products, including consulting firms, shall be considered as meeting the experience requirements, provided the duties and responsibilities substantively relate to the design, evaluation, and application of systems, programs, or equipment, or development and operation of services, for protection of assets in the private or public sectors.
- c. Experience as a full-time educator on the faculty of an accredited educational institution shall be considered as meeting the experience requirements, provided the responsibilities for courses and other duties relate primarily to knowledge areas pertinent to the management and operation of protection of assets programs in the public or private sectors.

3. "Practitioner" includes educators and individuals who are primarily responsible for the professional application of security principles and practices in the private or public sector.

4. "Responsible charge" means that charge exercised by an individual in a management position who makes decisions for the successful completion of objectives without reliance upon directions from a superior as to specific methods. However, an applicant need not have held a supervisory position, as long as the positions on which the application relies have specifically included responsibility for independent decisions or actions. If *responsible charge* is not based on supervisory responsibilities, then security program management responsibilities and duties must be clearly shown. Generally, this excludes such positions as patrol officer or the equivalent.

Successful Completion of Exam

An exam is required for all applicants who meet the experience and/or educational criteria. Candidates must pass the exam to attain the CPP designation.

Applying for the Exam

Application Process

Complete the enclosed application or the application at www.asisonline.org/store/certApp1.xml. International candidates must check the ASIS Web site at www.asisonline.org/certification/cpp/steps/internationalTestCenters.xml for application submission deadlines. Any application that is not completed **in full** will be returned.

Eligibility Notification

Applicants will be notified of their eligibility status after applications are reviewed. Eligible candidates will receive information about exam procedures.

Exam Structure and Content

The CPP exam consists of 200 multiple-choice questions covering tasks, knowledge, and skills in eight broad subjects identified by CPPs as the major areas of security management:

Security Principles and Practices

(approximately 23% of test questions)

- A. Plan, organize, direct, and manage an organization's security program to avoid and/or control losses and apply the processes necessary to provide a secure work environment**
 - Principles of planning, organization, and control
 - Security theory, techniques, and processes
- B. Develop, manage, or conduct threat/vulnerability analyses to determine the probable frequency and severity of natural and man-made disasters and criminal activity on the organization's profitability and/or ability to deliver products/services**
 - Quantitative and qualitative risk assessments
 - Vulnerability analyses
- C. Evaluate methods to improve security and loss prevention systems on a**

continuous basis through the use of auditing, review, and assessment

- Cost-benefit analysis
 - Available security-related technology
 - Data collection and trend analysis
- D. Develop and manage external relations programs with public-sector law enforcement agencies or other external organizations to assist in the achievement of loss prevention objectives**
 - Roles and responsibilities of external organizations and agencies
 - Methods for creating effective working relationships
 - Techniques and protocols of liaison
 - E. Develop and present employee security awareness programs to achieve organizational goals and objectives**
 - Training methodologies
 - Communication strategies and techniques

Business Principles and Practices

(approximately 11% of test questions)

- A. Develop and manage budgets and financial controls to achieve fiscal responsibility**
 - Principles of management accounting and control
 - Business finance principles
 - Calculation and interpretation of return on investment
- B. Develop, implement, and manage policies, procedures, plans, and directives to achieve organizational objectives**
 - Principles and techniques of policy/procedures development
 - Communication strategies and techniques
 - Training strategies and techniques

(continued)

C. Develop procedures/techniques to measure and improve organizational productivity

- Techniques for quantifying productivity/metrics/key performance indicators
- Data analysis techniques

D. Develop, implement, and manage staffing, leadership, training, and management programs in order to achieve organizational objectives

- Interview techniques for staffing
- Candidate profiling techniques
- Job analysis processes
- Principles of performance evaluation and management
- Interpersonal and feedback techniques
- Expert resources for training

Personnel Security

(approximately 10% of test questions)

A. Develop, implement, and manage background investigations in coordination with other departments and agencies for the purpose of identifying individuals for hiring and/or promotion

- Background investigations and employment screening techniques
- Types and quality of sources of information

B. Develop, implement, manage, and evaluate policies, procedures, programs, and methods for personnel protection (excluding executive protection) to provide a secure work environment

- Personnel protection techniques
- Sources of information for risk assessment purposes
- Educational and awareness program design and implementation (e.g., workplace violence prevention)

C. Develop, implement, and manage executive protection programs to reduce security risks to executives and to ensure continued viability of the organization

- Executive protection techniques
- Personnel selection techniques

- Sources of information for risk assessment purposes
- Liaison and resource management techniques
- Costs and effectiveness of proprietary and contract executive protection personnel
- Travel security program fundamentals

D. Support the organization's efforts to reduce substance abuse in the workplace

- Policy/procedure writing techniques
- Communications strategies and techniques
- The effect of drugs/alcohol and other substances in the workplace
- Training methods
- Drug abuse symptoms and indicators

Physical Security

(approximately 24% of test questions)

A. Survey facilities in order to manage and/or evaluate the status of physical security, fire detection, and emergency and/or restoration capabilities

- Types of protection equipment
- Survey techniques
- Building plans, drawings, and schematics
- Risk assessment techniques

B. Select, design, implement, and manage security measures to reduce the risk of loss

- Fundamentals of security system design
- Countermeasures
- Budgetary projection development
- Bid package development and evaluation
- Vendor qualification and selection
- Final acceptance and testing procedures
- Project management techniques
- Cost-benefit analysis techniques

Questions?

- Call ASIS Member Services: 703-519-6200
- E-mail: certification@asisonline.org
- Visit: www.asisonline.org/certification/index.xml

C. Assess the effectiveness of security measures by testing and monitoring

- Protection technology and systems
- Audit and testing techniques

Information Security

(approximately 6% of test questions)

A. Survey information facilities, processes, and systems to evaluate the status of physical security, procedural security, information systems security, employee awareness, and information destruction and recovery capabilities

- Security survey and assessment methodology
- Protection technology, equipment, and procedures
- Current methods used to compromise information
- Building and system plans, drawings, and schematics

B. Develop and implement policies and standards to ensure information is evaluated and protected against all forms of unauthorized/inadvertent access, use, disclosure, modification, destruction, or denial

- Principles of management
- Information security theory
- Laws pertaining to protection requirements for proprietary information and intellectual property
- Protection measures, equipment, and techniques
- Current trends and techniques for compromising information

C. Develop and manage a program of integrated security controls and safeguards to ensure confidentiality, integrity, availability, authentication, non-repudiation, accountability, recoverability, and audit ability of sensitive information and related information technology resources and assets

- Information security theory and systems methodology
- Threat and vulnerability assessment, anal-

ysis, and mitigation

- Systems integration techniques
- Cost-benefit analysis methodology
- Project management techniques
- Budgetary projection development
- Vendor evaluation and selection
- Final acceptance and testing procedures
- Protection technology, equipment, and procedures
- Training and awareness methodologies and procedures

D. Evaluate the effectiveness of the information security program's integrated security controls, to include related policies, procedures, and plans, to ensure consistency with organizational strategy, goals, and objectives

- Security survey/assessment methodology
- Cost-benefit analysis methodology
- Protection technology/equipment systems
- Monitoring, audit, and testing techniques

Emergency Practices

(approximately 9% of test questions)

A. Mitigate potential consequences of emergency situations by identifying and prioritizing potential hazards and risks and developing plans to manage exposure to loss

- Hazards and risks by type, potential of occurrence, and severity of impact
- Cost-benefit analysis techniques
- Mitigation strategies

B. Prepare and plan how the organization will respond in an emergency

- Resource management techniques
- Emergency planning techniques
- Communication techniques
- Training methods
- Emergency operations center concepts and design
- Primary roles and duties in an incident command structure

(continued)

- C. Manage the activation of the emergency response plan to reduce loss**
- Resource management techniques
 - Emergency operations center (EOC) management principles and techniques
- D. Recover from emergency situations through management of the restoration of vital services and facilities to minimum standards of operations and safety**
- Resource management techniques
 - Short and long-term recovery strategies
 - Recovery assistance resources
 - Mitigation opportunities in redevelopment

Investigations

(approximately 12% of test questions)

- A. Develop and manage investigative programs**
- Principles and techniques of policy/procedure development
 - Organizational objectives and interdepartmental liaison
 - Specialized investigations (e.g., financial, computer, and proprietary information crimes)
 - Methods of investigation
 - Relevant sources of information
 - Report preparation
- B. Manage or conduct the collection and preservation of evidence to support post-investigation actions (employee discipline, criminal or civil proceedings, arbitration)**
- Evidence collection techniques
 - Protection/preservation of crime scene
 - Requirements of chain of custody
 - Methods for preservation of evidence
 - Forensic laboratory resources
- C. Manage or conduct surveillance processes**
- Surveillance techniques
 - Use of technological and human resources
- D. Manage or conduct investigative interviews**
- Methods of eliciting information
 - Techniques for detecting deception
 - The nature of non-verbal communication
 - Required components of written statements

Legal Aspects (Canada, the United States, and the United Kingdom)

(approximately 5% of test questions)

- A. Develop and maintain security policies, procedures, and practices that comply with relevant elements of criminal, civil, administrative, and regulatory law to minimize adverse legal consequences**
- Criminal law and procedures
 - Civil law and procedures
 - Homeland or national security
 - Privacy laws and regulations
 - Information resources and methods of conducting legal research
- B. Provide coordination, assistance, and evidence such as documentation and testimony to support legal counsel in actual or potential criminal and/or civil proceedings**
- Statutes, regulations, and case law governing or affecting the security industry and the protection of people, property, and information
 - Criminal law and procedures
 - Civil law and procedures
 - Employment law (e.g., wrongful termination, discrimination, and harassment)
 - Investigative processes
 - Preservation and rules of evidence
 - Fact-finding processes and techniques
 - Interview/interrogation processes and techniques

C. Provide advice and assistance to management and others in developing performance requirements and contractual terms for security vendors/suppliers and establish effective monitoring processes to ensure that organizational needs and contractual requirements are being met

- Knowledge of key concepts in the preparation and/or response to requests for proposals
- Contract law, indemnification, and liability insurance principles

D. Provide assistance to management, legal counsel, and human resources in developing strategic and tactical plans for responding to labor disputes, including strikes

- Federal/national laws governing labor relations, including union and management issues

E. Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding investigations

- Laws pertaining to developing and managing investigative programs
- Laws pertaining to the collection and preservation of evidence
- Laws pertaining to managing surveillance processes
- Laws pertaining to managing investigative interviews

F. Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding personnel security

- Laws pertaining to managing the background investigation process
- Laws pertaining to personnel protection programs and techniques to provide a secure work environment
- Laws pertaining to executive protection programs
- Laws and labor regulations regarding organizational efforts to reduce substance abuse in the workplace

G. Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding information security

- Laws pertaining to protection requirements for proprietary information and intellectual property

Reserving a Test Date

USA and Canada: Once authorization to test is received from ASIS, a candidate should arrange for a test date and location by calling Prometric (the test administration contractor retained by ASIS), toll-free, at 800-699-4975, during the following Eastern times:

Monday–Friday	8:00 am–8:00 pm
Saturday	8:00 am–4:00 pm

A Prometric representative will help a candidate select the optimal test date and test location, provide specific instructions and directions, and answer any questions about the testing process. The candidate will also be given a confirmation number to be taken to the testing center at the time of the exam.

Prometric-administered exams also can be scheduled through Prometric’s Web site. To find a Prometric test center near you, visit www.prometric.com, enter your country and/or state, and select “Professional Licensure and Certification” from the drop-down box. *Please note that applicants cannot register with Prometric until they are approved to take the CPP examination by ASIS.*

International: The ASIS Certification Program Office will notify candidates of the approval status of their application for testing at a designated site on the assigned date.

For an up-to-date list of international locations offering the CPP exam, visit www.asisonline.org/certification/cpp/steps/internationalTestCenters.xml.

Exam Scoring and Reporting

USA and Canada: Each candidate's exam is scored privately, within a matter of minutes, and a preliminary score report is issued at the test site. **Scores do not become official until they are verified and transmitted to ASIS at the beginning of the following month.**

International: Scoring of international candidates' answer sheets will be performed by the ASIS-contracted professional testing agency. Official score reports will be sent to candidates via air mail no more than five weeks after the exam.

Exam Results

USA, Canada, and International: Scores are reported on a 200–800 scale, with 650 representing the passing score. The explanation of scaled scoring can be found on page 9. Each passing candidate will receive information from ASIS about the next steps within 6–8 weeks of taking the exam, including recertification instructions. New CPPs also will receive their official certificates (11" x 14").

Unsuccessful candidates will receive information about retaking the exam. **The exam may be taken a total of three times in the two-year authorization period.** A minimum of three months must elapse before taking the exam a second time. If the exam is taken a third time, six months must elapse between the second and third administrations. See retesting instructions on page 10.

If a candidate fails an exam three times, an application may be submitted as a new candidate after a period of five years.

Certification exam results are kept at ASIS' headquarters for two years, after which they are stored in an off-site facility.

You may have your exam rescored by hand for a fee.

Exam Development and Administration

The Certified Protection Professional exam is designed to assess whether a security practitioner possesses the knowledge established as the basic competency level required for the CPP designation. The exam development process follows internationally accepted procedures for establishing the content validity of the test and the reliability of the scores.

Role Delineation (Job Analysis): The first step in development of the CPP exam is conducting a role delineation, or job analysis, to identify the areas of responsibility (domains) and important work functions required for safe and effective performance in a security position, and their relative importance in the actual practice of security management. Role delineations are performed approximately every five years.

Exam Specifications: The importance of each domain, and of the relevant tasks, knowledge, and skills within it, determines the specifications of the exam. The relative order of importance of the domains determines the percentage of the total test items allocated to each domain. The test is based on this blueprint.

Preparation of Exam Items: The exam questions are drafted by members of the Item Development Group and the Legal Aspects Committee of the ASIS Professional Certification Board (PCB). All are CPPs and have received training in the development of questions by a professional exam service.

All of the questions are verified from the reference materials and the citations are double-checked.

After the items are drafted, they are reviewed at several different stages for content, accuracy, consistency of style, appropriate reading level, psychometric soundness, and freedom from cultural bias or unequal impact.

Exam Form Development: Each new form of the exam is created according to established test specifications, with the appropriate number of items for each domain taken from the bank of available test questions.

Establishment of Passing Score: After a new role delineation study is conducted and new exam specifications are developed, a passing point study is performed by the PCB for the first new form according to widely accepted procedures, under the guidance of the testing service contracted by ASIS. From the results of the study, the PCB establishes the number of exam questions that must be answered correctly to meet the “minimum competency” certification standard.

Equating of Exam Forms: Once the PCB establishes the passing score, all additional exam forms developed according to the most current role delineation are “equated” to make them of comparable difficulty to the original. “Equating” is a statistical process that is used to adjust for difficulty among forms that are constructed to be similar in difficulty level and content. The process enables the scores on any two forms to be equivalent.

Scaled Score: To maintain test security, the PCB produces multiple forms of the CPP exam with different questions on each form. Individual scores are reported as “scaled scores.” These “scaled scores” are derived from raw scores through mathematical conversion so that scores from different forms can be reported on a common scale and, therefore, represent the same level of competence. Scaled scores, used widely in certification and licensing fields, ensure that all examinees are required to demonstrate the same level of ability to pass the test regardless of whether they took an easier or more difficult test form. Certified public accountants, human resource practitioners, and building inspectors are among the many professionals receiving scaled exam scores.

Item Analysis: Test items are evaluated after a statistically significant number of candidates have answered them in an exam environment. If they are intended to be scored as part of the exam, or are included as pre-test items, their performance will be examined and any aberrant items will be called to the attention of, and reviewed by, the PCB Test Management Committee. The committee examines each item to detect any possible flaws or ambiguities. If changes need to be made in an operational question, the scoring process incorporates credit for two or more answer options in the final scoring, and the item is revised before it is used again in another form.

Exam Scoring and Reporting: After all analyses are complete, the exams are scored. Candidates will receive notification of passing or failing the exam and score reports containing a breakdown, by domain, of the number of questions they answered correctly versus the total number of questions in the domain.

For additional information on the exam development and administration process, please refer to the certification page on the ASIS Web site or contact ASIS Member Services at 703-519-6200.

Fees and Procedures

The application form for the CPP exam can be found on pages 15–20 and online at www.asisonline.org/store/certApp1.xml. You must complete the entire form, providing all requested information, and sign the Applicant Declaration *before* submitting it and the required fee to the ASIS Certification Program Office. Any application that is not completed **in full** will be returned.

The Certification Program Office will notify eligible candidates of the approval of their applications, sending an “authorization to test” letter and information about scheduling the exam. The Certification Program Office will notify international candidates of the approval status of their applications for testing at a designated site. The testing authorization is valid for two years from the date of the authorization letter.

USA and Canada

ASIS members: \$300 Retesting: \$200
Nonmembers: \$450 Retesting: \$200

International

ASIS members: \$200 Retesting: \$100
Nonmembers: \$350 Retesting: \$100

All applicants should send payment, in U.S. dollars, with completed application to:

**ASIS International
Certification Application
1625 Prince Street
Alexandria, VA 22314-2818**

Refunds

If you are found to be ineligible for the exam because of length of experience, you may request that your application be held until the minimum experience requirement is met (if two years or less).

The application portion of the fee is non-refundable. If your application is rejected for any reason, the application portion (\$100 ASIS members/\$250 nonmembers) will be forfeited and only the testing fee will be returned.

Retesting

To re-take the exam, a candidate must complete only the following portions of the application and submit it with the fee:

- All name, address, and contact information, page 15
- Professional Protection Experience section, page 16–17
- Eligibility questions, page 19
- Signature, page 20
- Payment, page 20

Study and Preparation

Chapter Review

Many of ASIS' more than 200 chapters assist members and prospective members by providing certification study and/or review courses locally to CPP candidates. Check with your local chapter for more information. To find the chapter nearest you, call ASIS Member Services at 703-519-6200.

CPP Review Program

Note: Instructors in this program do not have knowledge of specific exam questions, are not involved in the exam's preparation, and have no affiliation with the Professional Certification Board.

To help prepare for the exam, a classroom review program is offered three times a year. Candidates benefit from:

- Knowledgeable instructors with vast experience in the exam areas

- A copy of the valuable *CPP Study Guide*, prepared by course faculty
- An overview of the eight subject areas found on the exam
- A unique chance to have questions answered
- Personal counseling to assist in formulating a home study program
- The opportunity to take a practice exam
- Networking opportunities to learn from other CPP candidates and form valuable study groups

Also, ASIS offers the CPP Review Program online. It can be accessed anytime at your convenience. Visit www.asisonline.org/certification/cppreviewonline.htm.

See the ASIS Web site for the CPP Review Program schedule or call Member Services at 703-519-6200. ASIS members pay discounted registration fees to attend the CPP Review Program.

International Glossary

This online glossary was created to assist security professionals in defining security terms commonly used worldwide. The glossary can be found at www.asisonline.org/library/glossary/index.xml.

Awards and Benefits

Allen J. Cross Award

The Cross Award is a scholarship program awarding registrations at the CPP Review Program conducted at the ASIS Annual Seminar and Exhibits. Applications must be made through the local chapter prior to May 15 each year. Candidates must be chapter members and worthy of the scholarship as determined by the ASIS Foundation. Contact your local chapter chair for details, or ASIS at 703-519-6200.

The Cross Award is made possible by the generosity of PPM 2000, Inc.

VA Benefits

The U.S. Department of Veterans Affairs (VA) knows that obtaining a license or certification such as the CPP can open doors for you by helping you get, keep, or advance in a job. In response, the VA has expanded its benefit offerings, through addition of a new licensing and certification benefit.

The benefit allows qualified applicants to receive reimbursement for approved certification tests—such as the CPP—that are specifically covered under the GI Bill. The VA can pay only for the cost of the test and not other fees connected with obtaining a certification. This benefit also applies to retesting fees, so long as all combined fees reimbursed for a test do not exceed \$2,000.

You may receive this benefit if you are eligible for:

- The Montgomery G.I. Bill (also called the MGIB or Chapter 30)
- VEAP (also called Chapter 32), or
- Dependents Educational Assistance (also called DEA or Chapter 35)

For more information, visit www.gibill.va.gov.

Recertification

Security concepts, technology, principles, and “best practices” are in a constant process of evolution. To protect the integrity and advance the professionalism of the designation, the PCB mandates that CPPs pursue professional development and continuing education to maintain proficiency and credibility in security management.

Recertification requirements established by the PCB involve obtaining sixteen (16) credits over three years, in areas such as education, training, teaching, and volunteer leadership in security and business management associations. The PCB will review and revise activities approved for credit as appropriate.

Recertification activity reports must be submitted to the Certification Program Office every three years. CPPs may submit credit reporting forms with accompanying documentation at any time during their terms, and are encouraged to do so annually.

Recertification Fees

The CPP recertification fee is \$60 for ASIS members and \$80 for nonmembers, payable every three years. All checks must be made payable to ASIS in U.S. dollars and must be drawn on a U.S. bank. The fee is subject to change.

Code of Professional Responsibility

Certified Protection Professionals and applicants for the CPP designation must adhere to the Code of Professional Responsibility, agreeing to:

- Perform professional duties in accordance with the law and the highest moral principles. Noncompliance includes any acts or omissions amounting to unprofessional conduct and deemed contrary to the CPP designation.
- Observe the precepts of truthfulness, honesty, and integrity.
- Be faithful, competent, and diligent in discharging their professional duties.
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- Not maliciously injure the professional reputation or practice of colleagues, clients, or employees.

In addition, any act deemed prejudicial to the CPP designation may result in denial of approval to take the CPP exam or disciplinary action by the Professional Certification Board (PCB), up to and including revocation of certification. Such acts may include, but are not limited to:

- Providing false or misleading statements or information when applying to take the certification exam or to recertify.
- Any act or omission that violates the provisions of the Code of Professional Responsibility.
- Any act that violates the criminal or civil laws of any jurisdiction.
- Any act that is the proper basis for

suspension or revocation of a professional license.

- Any act or omission that violates the PCB Disciplinary Rules and Procedures.
- Failure to cooperate with the PCB's Board of Professional Review in performance of its duties in investigating any allegation against an applicant or current CPP.
- Making any false or misleading statements to the PCB regarding an applicant or current CPP.

There may be other acts or omissions amounting to unprofessional conduct that may constitute grounds for discipline by the PCB.

Disciplinary Procedures

A person may submit a complaint or an allegation in writing to ASIS' Certification Program Office. The president of the PCB, along with the headquarters staff, reviews the correspondence and determines if further investigation is warranted.

Upon sustaining a complaint or allegation, the Board of Professional Review may impose any discipline that it deems appropriate on the person in question.

More complete disciplinary and grievance information is available on the ASIS Web site: www.asisonline.org/certification/grievance.xml.

Questions?

- **Call ASIS Member Services: 703-519-6200**
- **E-mail: certification@asisonline.org**
- **Visit: www.asisonline.org/certification/index.xml**

Certified Protection Professional (CPP) Reference Materials

These publications are the source of all questions on the CPP exam. Prices subject to change without notice. See page 14 to order.



Effective Security Management, fourth ed., by Charles A. Sennewald, CPP. 400 pp., 2003, Item No. 1519
\$60 ASIS members \$66 nonmembers

Emergency Planning Handbook, second ed., by the ASIS Disaster Management Council. 115 pp., 2003, Item No. 1491
\$30 ASIS members \$43 nonmembers

Encyclopedia of Security Management: Techniques and Technology, edited by John J. Fay, CPP. 824 pp., 1993, Item No. 1016
\$85 ASIS members \$94 nonmembers

Fundamentals of Criminal Investigation, seventh ed., by Charles E. O'Hara and Gregory L. O'Hara. 925 pp., 2003, Item No. 1511
\$60 ASIS members \$66 nonmembers

Handbook of Loss Prevention and Crime Prevention, fourth ed., edited by Lawrence J. Fennelly. 510 pp., 2004, Item No. 1567
\$80 ASIS members \$88 nonmembers

Introduction to Security, seventh ed., by Robert J. Fischer and Gion Green. 480 pp., 2004, Item No. 1569
\$70 ASIS members \$77 nonmembers

Management of Information Security, by Michael E. Whitman and Herbert J. Mattord. 559 pp., 2004, Item No. 1596
\$68 ASIS members \$75 nonmembers

Managing Today!, second ed., by Stephen P. Robbins. 651 pp., 2000, Item No. 1320
\$135 ASIS members \$149 nonmembers

The Process of Investigation: Concepts and Strategies for Investigators in the Private Sector, second ed., by Charles A. Sennewald, CPP, and John K. Tsukayama, CPP. 332 pp., 2001, Item No. 1376
\$55 ASIS members \$61 nonmembers

Protection of Assets Manual (four-volume set). 3,500+ pp., 2004, Item No. 1024
\$485 ASIS members \$690 nonmembers

Risk Analysis and the Security Survey, second ed., by James F. Broder, CPP. 352 pp., 2000, Item No. 1319
\$60 ASIS members \$66 nonmembers

Security and Loss Prevention: An Introduction, fourth ed., by Philip P. Purpura, CPP. 520 pp., 2002, Item No. 1454
\$60 ASIS members \$66 nonmembers

CPP Package (includes all 12 items above)
Item No. 1617
\$1,120 ASIS members \$1,380 nonmembers
(Item count for shipping is 11, plus the shipping charge for the *Protection of Assets Manual*. See order form on page 14.)

CPP Package (without the *Protection of Assets Manual*)
Item No. 1717
\$675 ASIS members \$755 nonmembers
(Item count for shipping is 11.)

Below are references for the Canadian and U.K. exams to obtain the CPP. They are not part of the CPP packages; these items can be purchased separately.

Blackstone's Police Manual, Volume 1: Crime 2006, by Fraser Sampson. 300 pp., 2005, Item No. 1660
\$30 ASIS members \$33 nonmembers
(United Kingdom)

Blackstone's Police Manual, Volume 2: Evidence & Procedure 2006, by Glenn Hutton, David Johnston, and Fraser Sampson. 555 pp., 2005, Item No. 1661
\$30 ASIS members \$33 nonmembers
(United Kingdom)

Blackstone's Police Manual, Volume 4: General Police Duties 2006, by Fraser Sampson. 590 pp., 2005, Item No. 1662
\$30 ASIS members \$33 nonmembers
(United Kingdom)

Employment Law, fourth ed., by Deborah J. Lockton. 470 pp., 2003, Item No. 1552
\$27 ASIS members \$30 nonmembers
(United Kingdom)

A Security Professional's Practical Guide to the Law, by David L. Ray. 165 pp., 2004, Item No. 1598
\$49 ASIS members \$54 nonmembers
(Canada)

Item #	Quantity	Title	Item Count	Price	Total

For U.S. shipments only	<input type="checkbox"/> Rush delivery	<input type="checkbox"/> Next day	<input type="checkbox"/> Two day	Subtotal	\$
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				Purchasers of the <i>Protection of Assets Manual</i> Add \$20 USA or \$180 international	\$
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				TOTAL	\$

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- Send returns to: ASIS International
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Alexandria, VA 22314-2818
USA
- For tracking purposes, send via UPS or insured Parcel Post.

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- Next-business-day or two-business-day shipment services are available. Call ASIS Member Services for details at 703-519-6200.
- If preferred, charges can be made directly to your FedEx account # _____.

International Shipping Information

- A phone number is required.
- Shipment is by air and can take 4-6 weeks for delivery.
- Shipments to Mexico must list an RFC Tax Identification Number on the order form to ensure prompt delivery.
- International orders will have appropriate additional charges added.
- International customs charges and delivery schedules may vary. ASIS has no control over charges assessed by individual customs offices. Customs charges and any other fees incurred through customs are charged to the customer directly by customs. These charges usually are duties, import taxes, and brokerage fees.

NOTE: U.S. refers to the 48 contiguous states (also includes APO and FPO), excluding Alaska and Hawaii.

How to Order:

Web:
www.asisonline.org

Fax:
703-518-1473

Phone:
703-519-6200
8 AM—6 PM EST
Monday—Friday

Mail:
ASIS International
P. O. Box 79073
Baltimore, MD 21279-0073

Certified Protection Professional (CPP) Exam Application

This application consists of six pages.

To complete an application online, visit www.asisonline.org/store.

Instructions to Applicants:

1. Type or clearly print all information.
2. Please note the form below has been designed for data input. You must follow specific instructions for completing this part of the application.
3. If college education is used to meet qualifications, an official certified transcript or verification must be sent directly to ASIS' headquarters from the institution, prior to sitting for the exam. Applicants will not be allowed to take the exam unless official verification is received from the educational institution.
4. Complete all pages of the application.
5. Be sure that your signature appears in ink at the end of the application (page 20).
6. Application fee (check or money order payable to ASIS International in U.S. dollars and drawn on a U.S. bank) must accompany the application. Applications, along with any supporting documentation, may be faxed or mailed to ASIS. All faxed applications must include credit card payment.

Applications must be completed in full prior to submission.

Check if this application is for re-examination.

Complete the areas below. Please type or print clearly using black ink.

Name: First _____ Middle initial _____ Last _____

Prefix (Mr., Mrs., Ms.) _____

ASIS member no. (if applicable) _____

Please send CPP-related mail to: Business address Home address

Title _____

Business/company name _____

Street address _____ Room no. or P.O. box _____

City, state or province if applicable, country, ZIP/postal code _____

Business phone (include country/city/area code) _____

Fax (include country/city/area code) _____

E-mail _____

Home address _____

City, state or province if applicable, country, ZIP/postal code _____

Home phone (include country/city/area code) _____

Indicate whether this information reflects a change of address to use in updating your ASIS membership record: Business Home

Please check here if you are disabled or require special services. Indicate your needs or requirements:

Security Management Experience

Professional protection experience must include security experience in position(s) indicating responsible charge (see page 2 for the definition of responsible charge). Show the progressive history of your security career and account for at least the minimum years required for certification. Part-time or secondary positions do not meet the experience or responsible charge requirements.

List each full-time assignment in reverse chronological order, beginning with your present position. **Do not show job title only.** Summarize each assignment, giving sufficient detail to signify the degree of responsibility, the nature of the decisions you were required to make, and additional duties required by the position.

Dates of employment: From (Mo._____/Yr._____) to (Mo._____/Yr._____) _____

Name of employer _____

Address _____

Position title/rank/civilian grade _____ Total months in this assignment _____

Name and title of immediate supervisor _____

Business telephone of immediate supervisor _____

Number of personnel under your supervision _____ Responsible charge is claimed is not claimed

Major product or service of this employer _____

Summary of work assignment (Do not use this space merely to refer to an attachment.)

Dates of employment: From (Mo._____/Yr._____) to (Mo._____/Yr._____) _____

Name of employer _____

Address _____

Position title/rank/civilian grade _____ Total months in this assignment _____

Name and title of immediate supervisor _____

Business telephone of immediate supervisor _____

Number of personnel under your supervision _____ Responsible charge is claimed is not claimed

Major product or service of this employer _____

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Address _____

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Business telephone of immediate supervisor _____

Number of personnel under your supervision _____ Responsible charge is claimed is not claimed

Major product or service of this employer _____

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Business telephone of immediate supervisor _____

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Name of employer _____

Address _____

Position title/rank/civilian grade _____ Total months in this assignment _____

Name and title of immediate supervisor _____

Business telephone of immediate supervisor _____

Number of personnel under your supervision _____ Responsible charge is claimed is not claimed

Major product or service of this employer _____

Summary of work assignment (Do not use this space merely to refer to an attachment.)

Professional References

Professional references must be individuals who have personal knowledge of and can validate your security expertise, current and previous work history, and the degree of responsibility held in the performance of your job. You should not use anyone as a reference who falls under your supervision. Do not use relatives, members of the PCB, or ASIS staff as references. Three professional references are required.

1. Name _____ Job title _____

Professional relationship _____ How long known _____

Address _____

Home phone _____ Business phone _____ CPP: Yes No

2. Name _____ Job title _____

Professional relationship _____ How long known _____

Address _____

Home phone _____ Business phone _____ CPP: Yes No

3. Name _____ Job title _____

Professional relationship _____ How long known _____

Address _____

Home phone _____ Business phone _____ CPP: Yes No

Post-secondary Education

If education is used to meet qualifications, an official certified transcript or verification of degree must be submitted to the ASIS Certification Program Office by the educational institution before the candidate is considered eligible to test. Please provide the following information for the institution from which you earned your highest degree.

School name _____

School address _____

Attended: From (Mo._____/Yr._____) to (Mo._____/Yr._____)

Academic years completed _____ Degree earned (must be B.A. or higher) _____

Major _____ Minor _____

Have you requested a copy of your official transcript to be sent to the Certification Program Office?

Yes No

Testing Dates and Locations

USA and Canada: The CPP exam is administered as a computer-based test throughout the USA and Canada. After receiving your authorization letter, you will receive further instructions on selecting a convenient date and location for taking your exam. For the latest information regarding test sites, please call Prometric at 800-699-4975, or refer to www.prometric.com.

International: Check www.asisonline.org/certification/cpp/steps/internationalTestCenters.xml for information on CPP exam dates and test sites. From the Web site list, choose the exam site and date you prefer and enter it below.

Site _____ Date _____

Eligibility Information

1. Have you ever been convicted of a crime (or in military service convicted by a general court-martial) or is there any criminal charge now pending against you?
 YES NO If answer is YES, explain fully on a separate sheet.
2. Have you ever had a professional membership, license, registration, or certification denied, suspended, or revoked (other than for lack of minimum qualifications or failure of an exam)?
 YES NO If answer is YES, explain fully on a separate sheet.
3. Have you ever been censured or disciplined by any professional body or organization?
 YES NO If answer is YES, explain fully on a separate sheet.

If the answer to one or more of these questions is YES, explanations on signed and dated separate sheet(s) may be placed in a sealed envelope for confidentiality. This information will not be circulated outside the Professional Certification Board. An affirmative answer does not necessarily mean rejection of your application. (Please omit minor traffic violations and offenses committed before your 18th birthday.)

The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, or the certification program.

Applicant Declaration

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. **I also understand that I must adhere to the Code of Professional Responsibility. I give consent for all referenced persons to provide information concerning me and/or my application, and I release each such person from liability for providing information to ASIS, the PCB, and its agents.** Any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be ground for rejection of my application, or if already certified, of the "Certified Protection Professional" designation.

Signature _____ Date _____

Fees and Method of Payment

Total fee must accompany this application.

Make checks payable to ASIS International in U.S. dollars; checks* must be drawn on a U.S. bank.

Wire transfers: Applications with wire payments are due one month prior to the deadline date accompanied by a copy of transfer document.

*A charge of \$25 (U.S.) will be assessed on returned checks.

USA and Canada

- ASIS members: \$300 Retesting: \$200
- Nonmembers: \$450 Retesting: \$200

International

- ASIS members: \$200 Retesting: \$100
- Nonmembers: \$350 Retesting: \$100

Please charge my: American Express MasterCard Visa Amount \$ _____

Account No. _____ Exp. _____

Cardholder _____ Name (as it appears on card) _____

Mail or fax completed application to:

**ASIS International
Certification Application
1625 Prince Street
Alexandria, VA 22314-2818
Fax: 703-518-1515**

Did You Remember...

- **To order official college transcripts (if required)?**
- **To include your signature and date on the application?**
- **To include payment in U.S. dollars with the application?**

ASIS International offers two additional certification programs:

Professional Certified Investigator (PCI)

Since 2002

Technical designation for individuals with expertise in case management, evidence collection, and case presentation.



Physical Security Professional (PSP)

Since 2002

Technical designation for individuals with expertise in conducting threat surveys; designing integrated security systems; or installing, operating, or maintaining such systems.



The Professional Certification Board oversees all ASIS International certification programs. For more information or to request an application for any certification, please call 703-519-6200, or visit www.asisonline.org.

Frequently Asked Questions

Are certification and licensure the same thing?

Certifications and licenses are NOT the same. A license is issued by a government and allows one to practice a profession. In fact, it may be a criminal act to practice without a license. Though typically not required by law, certification lets the public know that a practitioner has been professionally recognized by a credentialing organization. It is also a sign of support for the profession and the standards set by the credentialing organization.

How do I determine which certification is best for me?

There is no “one way” to determine which (if any) ASIS certification suits you. That said, the CPP is designed for security managers, the PCI is designed for investigators, and the PSP is designed for those in the physical security field. If you are still not sure which to choose, try looking at the contents of each designation’s exam. The certification with an exam that most closely matches your expertise is probably the one to pursue.

I have already successfully obtained one ASIS certification. Is it necessary to apply for one or both of the other designations as well?

Since each of the three certifications is designed for a specific type of security professional (security manager, investigator, or physical security professional), in general only one will be right for you. There are, however, people who have chosen to obtain more than one ASIS designation. Typically these are CPPs who want to demonstrate not only security management expertise, but also specialized knowledge of physical security or investigations.

Does the fact that more individuals are obtaining ASIS certifications dilute their value?

The value of our certifications will not be diluted as long as the knowledge measured and the scoring parameters are consistent from year to year. The most likely effect of more individuals holding a designation is a greater public awareness of the meaning of the designation and the recognition of its value by security professionals like you.

For a complete list of FAQs, visit www.asisonline.org/certification/certificationFAQ.xml.

Why get certified?

Every profession requires specialized skills.
Not every employer knows that *you* have those skills.

Demonstrate your competence by becoming board certified.

- Certified Protection Professional (CPP)
- Professional Certified Investigator (PCI)
- Physical Security Professional (PSP)



Certification means...

- Demonstrated competency
- Professional expertise
- Competitive advantage
- Validated knowledge
- Proven skills

The best way to prove you can do the job.

About ASIS

ASIS International (ASIS) is the preeminent organization for security professionals, with more than 33,000 members worldwide. Founded in 1955, ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, such as the ASIS Annual Seminar and Exhibits, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, governmental entities, and the general public. By providing members and the security community with access to a full range of programs and services, and by publishing the industry's number one magazine, *Security Management*, ASIS leads the way for advanced and improved security performance.



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